

# Employee Termination Checklist



- ☐ Receive resignation letter
- ☐ Notify HR, network Administrator, and payroll administrator
- ☐ Record details Of employee's termination
- ☐ Collect company property (ID badge, keys, cell phone, computer, credit card, etc.)
- ☐ Provide COBRA letter
- ☐ Give letter discussing status of benefits
- ☐ Discuss noncompete agreement
- ☐ Remove network and building access
- ☐ Take employee off payroll
- ☐ Have exit interview
- ☐ Collect written permission for future reference checks
- ☐ Provide an address update form
- ☐ Talk to staff
- ☐ Notify former employee's clients or customers
- ☐ Begin recruitment process for replacement if applicable
- ☐ Add/subtract owed amounts to/from final paycheck and distribute
- ☐ Provide severance pay if applicable